

Cedars Manor School



Children with Health Needs who Cannot Attend School Policy

Article 28: Every child has the right to an education, which should be free.

Approved by:	Governors Committee	Date: October 2026
Last reviewed on:	October 2026	
Next review due by:	October 2029	

The Cedars Manor community believes that together, we will prepare each and every child for a bright future in an ever-changing world. We believe that by planting the seeds for a successful future our children, staff, parents and community can achieve educational excellence and shape the future through our 'B' values:

1. Aims

This policy aims to ensure that:

- Suitable education is arranged for pupils on roll who cannot attend school due to health needs
- Pupils, staff and parents understand what the school is responsible for when this education is being provided by the local authority

2. Legislation and guidance

This policy reflects the requirements of the [Education Act 1996](#).

It also based on guidance provided by our local authority.

<https://www.harrow.gov.uk/downloads/file/26506/health-needs-policy.pdf>: It is a statutory requirement that the LA have a named person responsible for the education of children with additional health needs. In Harrow Council the named person is: Emma Harkin (Divisional Director Education Services).

This policy complies with our funding agreement and articles of association.

3. The responsibilities of the school

Schools also have statutory duties in respect of children with additional health needs under the DfE statutory guidance, Supporting pupils at school with medical conditions (December 2015).

The LA and schools should work together in partnership with parents / primary carers, social services, health professionals and other agencies as appropriate, to plan and provide suitable alternative provision for children with additional health needs.

The LA will intervene where it is apparent that a child's health needs are preventing them from attending school for 15 or more school days, either in once absence or over the course of a school year, and where suitable education is not otherwise being arranged. Intervention may include supporting the child's school to comply with its duties in relation to managing the child's medical condition and / or arranging provision for a temporary period.

Whilst the LA may be responsible for ensuring that alternative education arrangements are made, children with additional health needs must remain on the role of their school throughout their absence and the school retains their duty to support such pupils.

3.1 If the school makes arrangements

Initially, the school will attempt to make arrangements to deliver suitable education for children with health needs who cannot attend school.

- Our Senior Leader responsible for attendance in collaboration with the Attendance officer will be responsible for making and monitoring these arrangements
- Arrangements that could be made will range from work being sent home; work put on Google classroom; collaborative peer project work using technology to connect peers e.g. Google classroom; teachers liaising with tutors to focus work and regular check-ins with the family to plan next steps.
- Our Remote Learning Policy outlines general remote learning and our admin attendance officer will facilitate consultation of parents and children about these arrangements
- We will take care to plan reintegration of pupils back into school through consultation between teachers and Parents and children facilitated by our attendance admin officer

3.2 If the local authority makes arrangements

- If the school can't make suitable arrangements, Harrow Local Authority will become responsible for arranging suitable education for these children.
- CMS will work with the authority through a Mash referral for safeguarding if there are concerns about suitable arrangements being able to take place
- The School will liaise with the LA as soon as there is possibility that absence might exceed 15 days but will start putting arrangements in place as soon as possible with an aim for arrangements in place from the first day of absence

The process for referring a child to the local authority is as follows:

- If a school, health professional, social worker or other professional working with a child becomes aware that a child has missed or is likely to miss 15 days of school due to health reasons, a notification via a referral should be made to Harrow Children's Services (Harrow MASH – Duty & Assess) for allocation to Education Services' attendance officers.
- A notification needs to be sent to the LA even in cases where the school is making alternative provision for the child's education needs. Once a referral is received, Education Services' attendance officers will contact the relevant school and the parent of the child is contacted to discuss the referral.
- If relevant medical evidence has not been sent with the notification the officer will seek consent to contact the family GP or Health professional for medical evidence to verify the child's condition. Such evidence would usually be expected from the treating consultant / professional but where specific medical evidence is not available quickly, the LA will liaise with other medical professionals (e.g. the child's GP) so that provision of education is not delayed. Normally the medical professional cannot be privately commissioned and must be UK based.
- Once a child's health condition is verified and where a school does not appear to be making alternative provision for the child's educational needs, Education Services' attendance officers will assess whether agreement can be reached with the parents and the school regarding the most suitable provision to be offered having liaised with the appropriate health professionals and the school.
- Where agreement cannot be reached, an Education Services' attendance officer will refer the matter to the School Attendance Intervention Panel (SAIP) who will meet to agree a suitable provision. The agreed provision should commence as quickly as possible considering the child's health needs so as to avoid unnecessary disruption to the child's education.
- Where it is agreed that a school will send homework to the child as a short-term measure, this should be appropriately supervised by the school. The DfE statutory guidance makes clear that where a child is doing work at home, the child's attendance register can no longer be marked with the B Code (educated off site) and so in these situations, school will have to authorise the absences and mark the register with the C code.

In cases where the local authority makes arrangements, the school will:

- Work constructively with the local authority, providers, relevant agencies and parents to ensure the best outcomes for the pupil
- Share information with the local authority and relevant health services as required
- Help make sure that the provision offered to the pupil is as effective as possible and that the child can be reintegrated back into school successfully
- When reintegration is anticipated, work with the local authority to:
- Plan for consistent provision during and after the period of education outside the school, allowing the pupil to access the same curriculum and materials that they would have used in school as far as possible
- Enable the pupil to stay in touch with school life (e.g. through newsletters, emails, invitations to school events or internet links to lessons from their school)
- Create individually tailored reintegration plans for each child returning to school
- Consider whether any reasonable adjustments need to be made

4. Monitoring arrangements

This policy will be reviewed annually by the Headteacher. At every review, it will be approved by the full governing board.

5. Links to other policies

This policy links to the following policies:

Accessibility plan

Supporting pupils with medical conditions

Attendance policy